

# ARKANSAS APPRAISER LICENSING BOARD

## EDUCATION APPLICATION FOR COURSE APPROVAL

Complete one (1) form for each educational program of study to be offered. A course cannot be advertised or offered (as approved) until such approval is granted by the *Arkansas Appraiser Licensing & Certification Board*. Mail all forms and check to: 101 E. Capitol, Suite 430, Little Rock, Arkansas 72201.

**NAME OF PROVIDER:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY, STATE, ZIP:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**NAME OF COURSE:** \_\_\_\_\_

**DATE COURSE OFFERED:** \_\_\_\_\_

**COURSE DESCRIPTION:** \_\_\_\_\_

\_\_\_\_\_

Pre-Qualifying Education \_\_\_\_ Continuing Education \_\_\_\_ Both \_\_\_\_

Course approved by TAF/AQB/CAP: Yes [ ] No [ ] Pending [ ]

Credited classroom hours (including examination, if applicable) \_\_\_\_\_

Course presented by [ ] Traditional [ ] Non-Traditional Classroom Methods  
(If Non-Traditional (Distance Education) See Section 5 Rule)

**Complete and attach “Qualifying Education Topic Breakdown Allocation” if applicable.**

Instructors of qualifying or Continuing Education courses must meet the criteria outlined in “The Minimum Standards for Instructors” and be approved by the Arkansas Appraiser Licensing and Certification Board.

**LIST THE NAME(S) OF QUALIFIED INSTRUCTOR(S)** \_\_\_\_\_

**ALTERNATE INSTRUCTOR(S)** \_\_\_\_\_

**FEE: \$50 PER COURSE:** ENCLOSED \_\_\_\_\_ BILL \_\_\_\_\_

**CERTIFICATE OF COMPLIANCE:** I certify that I have presented true statements throughout this application form and attachments submitted herewith to the best of my knowledge and belief.

\_\_\_\_\_  
Signature of Official Title Date

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_ My Commission Expires: \_\_\_\_\_

**ARKANSAS APPRAISER LICENSING  
AND CERTIFICATION BOARD**

**COURSE MATERIALS**

**1. Indicate if Course/Seminar is for:**

\_\_\_\_\_ Qualifying Education    \_\_\_\_\_ Continuing Education    \_\_\_\_\_ Both

**For Non-Traditional (*Distance Learning*) methods of delivery, See Section 5.**

**2. Please provide a detailed narrative describing the course and its content:**

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**3. Outline the specific learning objectives of this course as relates to the specific knowledge and/or skills students are expected to acquire, etc:** \_\_\_\_\_

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**4. Describe the text and/or other instructional materials that the students will be using: (Provide a copy with application if available.)** \_\_\_\_\_

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**ARKANSAS APPRAISER LICENSING  
AND CERTIFICATION BOARD**

**APPLICATION FOR INSTRUCTOR**

For: Qualifying Education \_\_\_\_\_ Continuing Education \_\_\_\_\_ Both \_\_\_\_\_

NAME: \_\_\_\_\_ Phone: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

State Appraiser License/Certification Number: \_\_\_\_\_

AQB USPAP Certification Number: \_\_\_\_\_ Neither (If applicable): \_\_\_\_\_

***EDUCATIONAL BACKGROUND*** (General education, degrees, etc; Appraisal education including course titles, year taken and source of education) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***EXPERIENCE*** (Brief work experience; teaching experience; then emphasis on appraisal experience including type properties appraised, courses taught; number of years or classroom hours teaching; whether full or part time.) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***COURSE TITLES REQUESTING TO TEACH & NO. CLASSROOM HOURS*** (Attach summary description of each course.) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

***APPRAISAL EDUCATIONAL & EXPERIENCE DIRECTLY RELATED TO SUBJECT MATTER TO BE TAUGHT*** (May already be listed above, if not, list here.) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**ARKANSAS APPRAISER LICENSING  
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**MINIMUM STANDARDS FOR INSTRUCTOR**

As a guide, Instructors for Qualifying and/or Continuing Education may be approved on a course by course basis after meeting one or more of the following minimum qualifications. Meeting minimum standards does not denote automatic acceptance to teach a particular course.

**QUALIFYING EDUCATION:**

- \_\_\_\_\_ Holds a baccalaureate degree in any field and (a) currently holds an Arkansas appraiser license or certificate; or (b) has three years of experience directly related to the subject matter to be taught; or
- \_\_\_\_\_ Has a masters degree in any field and two (2) years of appraisal experience directly related to the subject matter to be taught; or
- \_\_\_\_\_ A doctor's degree in a field that is directly related to the subject matter to be taught;  
Or
- \_\_\_\_\_ Three (3) years or 300 classroom hours of real estate appraisal teaching experience directly related to the subject matter to be taught.

**CONTINUING EDUCATION:**

- \_\_\_\_\_ Possession of three (3) years of experience directly related to the subject matter to be taught; or
- \_\_\_\_\_ Possession of a baccalaureate or higher degree in a field directly related to the subject matter to be taught; or
- \_\_\_\_\_ Possession of three (3) years of experience teaching the subject matter to be taught.

I certify that I have presented true statements throughout this application form and can be verified to the best of my knowledge and belief.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**ARKANSAS APPRAISER LICENSING  
AND CERTIFICATION BOARD**

**EXAM PROCTOR(S) APPLICATION**

NAMED PROCTOR: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

**OCCUPATION AND BACKGROUND**

Please provide sufficient information to demonstrate that the above named individual has the appropriate credentials and background to meet the qualifications criteria set out in the Board's Rules.

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**CERTIFICATION:** As a provider of distance education and in compliance with the Arkansas Appraiser Licensing Board Rules regarding an exam proctor(s) qualifications, we herein certify that (1) the above named individual meets or exceeds the Board's qualification criteria; and (2) the prescribed duties and expectations of an exam proctor has been discussed with the individual.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_.

\_\_\_\_\_  
(Applicant)

\_\_\_\_\_  
(Date)

*(Provide separate application for each individual proctor submitted.)*

## SECTION 5

### *Excerpts from ALCB Rules adopted August, 2005 regarding distance education*

(d) Pre-license, Pre-certification, and continuing educational requirements may be satisfied through the completion of Board approved correspondence courses or other distance educational offerings.

\*Distance education is defined as an educational process in which instruction does not take place in a traditional classroom setting but rather through other media (Non-conventional methods) in which teacher and student are separated by distance and sometimes by time and the course provides interaction.

Persons or entities seeking Board approval for a distance educational offering shall submit an outline and description of the entire course and provide documentation which demonstrates the course complies with the following criteria:

- i. That the educational offering is presented by an approved or accredited college, community or junior college or university that offers distance educational programs and credit in other disciplines; or
- ii. That the course has received approval for college credit by an accrediting agency recognized by the US Secretary of Education; or
- iii. That approval of the course design and delivery mechanism has been obtained from an AQB approved organization or an accredited college or university; and
- iv. That the course teaches to the mastery of the subject and at a minimum covers the following criteria.
  - A. Divides the material into major units as approved by the board;
  - B. Divides each of the major units of content into modules of instruction for delivery on a computer or other approved interactive audio or audio visual programs;
  - C. Divides the learning objectives for each module of instructions. The learning objectives must be comprehensive enough to insure that if all the objectives are met, the entire content of the course will be mastered;
  - D. Specify an objective, quantitative criterion for mastery used for each learning objective;
  - E. Provide a means of diagnostic assessment of each student's performance on an ongoing basis during each module of instruction;
  - F. Require the student to demonstrate mastery of all material covered by the learning objectives for the module before the module is completed;
  - G. That the course offering is designed in such a way that the material is presented under an approved instructor who shall be available to answer student questions or provide assistance on a timely basis as necessary;
  - H. The instructor will provide reasonable oversight of a student's work to ensure that the student who completes the work is the student who enrolled in the course;
- v. The course provider must provide documentation of an acceptable method that ensures that the student achieves the classroom hourly equivalent as approved by the Board;
- vi. The provider must submit satisfactory documentation that (1) the International Distance Education Certification Center (IDECC) or is an AQB approved certification entity has certified the course/seminar as meeting acceptable distance education standards

for course design and delivery mechanism. Any approvals based on such certification will cease upon notice that the certification has been discontinued for any reason.

- vii. For distance education courses where an official cannot proctor classroom attendance, and an exam is required, such an examination shall be proctored by an individual approved pursuant to (e) and (f) below;
- viii. And such other information as the Board may require..
- ix. Students are to certify that they have personally completed each assigned module of instruction.

(e) Examination Proctors Qualifications

- i. The person shall not be related to the student by blood or marriage and may not be engaged in any association (personal or business) with the student.
- ii. The proctor may be selected from the following professions:
  - a. A university, college or community college professor or instructor.
  - b. A public and private school professional (superintendent, principal, guidance counselor, librarian, etc.)
  - c. An AQB certified instructor or an approved professional association's instructor.
- iii. Proctor(s) shall be approved, in advance, by the Arkansas Appraiser Licensing and Certification Board.

(f). Examination Proctor Duties

- i. Be satisfied that the person taking the examination is the person registered for the course. This should be verified with a picture ID and another identification document (driver's license, student ID card, etc.).
- ii. Be in the room while the student is taking the exam or within line of sight of the student. Assure that the student does all the work him/herself without aids of any kind including books, notes, conversation with others or any other external resource. If the exam calls for mathematical calculations, a non-programmable hand-held calculator may be used.
- iii. The proctor shall see that the student adheres to the time limit requirement specified for the examination. The examination must be completed in one sitting. If the examination is interrupted for any reason, the examination can be re-started only by notifying the Arkansas Appraiser Licensing Board that the examination was interrupted, the reason for the interruption and the ALCB, or its designee, must approve the request to resume.
- iv. Upon completion of the examination, the proctor shall submit a certificate indicating the verification of the identity of the student, that the examination was completed on the date assigned during the time permitted and that the student has done all the work him/herself without aids of any kind including books, notes, conversation with others or any other external resource while taking the examination, including access to Internet search engines or web pages other than that displaying the examination.

**(See Proctor Application Form for Distance Education Pre-Qualification Course(s))**